

## Records Assistant

Job Type: Part Time

Contact Name: Melanie Fleming

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Applications are now being accepted for a part-time Records Assistant in the Arkansas Supreme Court and Court of Appeals Clerk's Office. The Records Assistant performs the following functions:

- Process closed cases
- Answer calls from judges, court reporters, circuit courts, litigants, and the public
- Enter data in multiple software databases
- Communicate and coordinate with outside vendors and off-site storage facilities

The Records Assistant must be able to stretch overhead, bend, stoop, and lift at least 25 pounds.

The assistant will also perform other duties as requested or required. Applicants must hold a high school diploma or GED. Preference is given to law school students and those with experience in data entry and multiple software applications. The selected applicant will be paid at an hourly rate. State benefits are not available.

A cover letter, resume, and a list of at least three references are required. These items may be submitted by email or regular mail to:

Melanie Fleming

625 Marshall Street

Little Rock, Arkansas 72201

[melanie.fleming@arkansas.gov](mailto:melanie.fleming@arkansas.gov)

Applications must be received by 5:00 p.m., September 11, 2015.